



**King County  
ACCOUNTANT**

**DEPARTMENT OF EXECUTIVE SERVICES  
FINANCE AND BUSINESS OPERATIONS DIVISION  
FINANCIAL MANAGEMENT SECTION**

**Hourly Rate Range \$22.93- \$29.06**

**Job Announcement: 06TS5848**

**OPEN: 2/8/06**

**CLOSE: Open Until Filled**

**WHO MAY APPLY:** There are two (2) career service positions open to all qualified King County career service employees who are members of the Teamsters Local 117, Professional and Technical Employees bargaining unit, all other career service employees and the general public. First consideration will be given to the bargaining unit members.

**WHERE TO APPLY:** Required forms and materials **must** be sent to: **Finance & Business Operations Division, Attention: Jemima deVera, M.S. EXC-ES-0720, Exchange Building, 7<sup>th</sup> Floor, 821 Second Ave, Seattle, WA 98104-1598.** Email applications are encouraged at **HR.FBOD@metrokc.gov**. **PLEASE NOTE:** Applications not received at the location specified above and those that are not complete may not be processed.

**FORMS AND MATERIALS REQUIRED:** A King County application form and data sheet, résumé, and letter of interest detailing your background and describing how you meet or exceed the requirements. Application forms may be found at:  
<http://www.metrokc.gov/ohrm/jobs/JobApplications.htm>.

**WORK LOCATION:** King County Administration Building, 500 Fourth Avenue, Seattle WA .

**WORK SCHEDULE:** These positions are non-exempt from the provisions of the Fair Labor Standards Act, and are overtime eligible. These positions are paid on a bi-weekly schedule, every other Thursday, comprising 40-hour workweeks; the normal work week is Monday through Friday, 8:00 a.m – 5:00 p.m. May be required to work extended and/or flex scheduled work hours to respond to service needs.

**PRIMARY JOB DUTIES INCLUDE:** The primary functions of the positions are to review and reconcile accounting data and reports, identify and correct discrepancies, and prepare financial reports on an independent basis. The successful applicants will be able to:

- Perform a variety of accounting tasks such as maintaining ledgers, reviewing initial entries, providing information for the budgeting process, preparing year-end accruals, and interacting with customers to resolve complaints and concerns.
- Participate as a member of the team responsible for the preparation of the King County Comprehensive Annual Financial Report.
- Reconcile results of complex interfacing financial systems and sub-systems.
- Perform general ledger account reconciliations and maintain fixed asset records.

- Research and compile data related to coordinating department/division budgets; expenditures and revenues related to various grant/fund sources; and prepare estimates and projections for management.
- Gather, compile, and prepare financial data, statements, reports, and accompanying explanatory notes in accordance with Generally Accepted Accounting Procedures (GAAP).
- Review and analyze specific accounting pronouncements and application system controls to ensure efficiency and accuracy of processes in accordance with GAAP.
- Develop or assist in the development and installation of new automated accounting systems or modifications to existing systems, including writing documentation and desk procedures.
- Monitor construction project status, visit construction sites, and perform in-depth analysis of construction contracts and work-in-progress.
- Participate in the development of accounting policies and procedures.

**QUALIFICATIONS:**

- Bachelor's degree in Accounting or related field and/or any other equivalent combination of education and experience with a minimum of three (3) years of professional accounting experience.
- Demonstrate a knowledge of financial accounting concepts, as well as governmental GAAP & GAAS.
- Demonstrate a knowledge of governmental accounting and reporting standards and procedures.
- Demonstrated ability to exercise professional judgment in the analysis and reporting of complex financial information.
- Effective interpersonal skills to work productively with various levels of management, staff, and outside agencies under challenging conditions.
- Ability to work with minimal supervision and meet deadlines.
- Proficiency in the use of personal computers, including the ability to work with various mainframe and PC software applications; creating Excel spreadsheets and Word documents.
- Excellent reading comprehension, reasoning, writing and oral communication skills.
- Demonstrated ability to apply organizational and customer service skills.

**DESIRABLE QUALIFICATIONS:** Certification in one or more of the following: Certified Public Accountant, Certified Public Finance Officer, Certified Government Finance Manager, Certified Management Accountant.

**SELECTION PROCESS:** The applicants who meet the required qualifications and best demonstrate that they possess the most competitive background in directly related experience, knowledge, and training will be contacted to take a written examination. Applicants tested within the last three months are not required to be re-examined (prior scores may be used). Financial Management will contact the highest ranking applicants for an interview.

**UNION MEMBERSHIP:** This position is represented by Teamsters Local 117 Professional and Technical Employees bargaining unit.

**JOB CODE: 211203**